

Retention and Classification Report

Agency: Tooele (Utah). Community Development Department (1160)

90 North Main
Tooele, UT 84074

Records Officer

81476 Building permits

AGENCY: Tooele (Utah). Community Development Department

SERIES: 81476

3

TITLE: Building permits

DATES: 1976-

ARRANGEMENT: Numerical by permit number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the issuance of a permit which is required for all construction within Tooele City. These files contain the permit application with the inspection report on the progress of construction with a final inspection report, related correspondence, and receipts showing the payment of all fees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilming and then destroy.

Microfilm master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public